

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
FORT SAM HOUSTON, TEXAS 78234-5014**



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 26

1 Jul 04

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

1 Jun 04 to 31 July 04—USAG

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

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5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R (Joint Ethics Regulation) to review the job duties of each newly assigned employee (military or civilian) and report the name on the Confidential Financial Disclosure Report to the AMEDDC&S & FSH Ethics Counselor. The employee is required to file an OGE Form 450 no later than 30 days of assuming his or her new position. Forms are sent to the Office of Staff Judge Advocate, ATTN: MCCS-BJA-AL, 1306 Stanley Road, Stop 19. Note that an employee may not be a new employee, but may be assigned a new duty which now requires the filing of an OGE Form 450. The OGE Form 450 may be obtained from the Intranet at <http://www.cs.amedd.army.mil/sja/Ethics.asp> or from the AMEDD Electronic Forms Support System (AEFSS). The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-/1-2373/0485)

6. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372: In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, entry into these facilities or use of the adjacent parking areas is prohibited. Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

7. SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING:

IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The Army Medical Department Center and School Security Office will be offering this training on the following date:

***NOTE TIME CHANGES:**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
29 September 2004	Blesse Auditorium	*0900-1000

(Duration of training approximately 1 hour). The purpose of publishing the above schedule is to allow DA Personnel time to arrange their work/personal schedules in order to attend the SAEDA briefings. For more information, the POC is Mr. Elbert Lewis, AMEDDC&S & FSH Security Office, 1-8200/8199 located in Aabel Hall, Suite 025/113. (MCCS-BHR-SS/1-8200/8199)

8. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE: Beginning on 1 April 2003, the Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road will be available for walk in consultations with an attorney from 0900–1100, Monday, Thursday, and Friday. Active duty personnel **in uniform** will have priority. Walk-in wills service will be provided on Wednesdays starting in the mornings from 0900-1100 and continuing in the afternoon from 1330–1530. Scheduled appointments are available one week in advance based on the availability of attorneys' schedules. Notary service and power of attorney services are available from 0800–1600, Monday through Friday. **THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS.** For further information, please call 1-2353/2282.

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9. LEVEL 1 ANTITERRORISM AWARENESS TRAINING SCHEDULE: The scheduled date for the OCONSUS Level 1 Antiterrorism Awareness Training is 6 October 2004. Scheduled date is subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Antiterrorism Awareness Training Sessions. This training is for travel outside the 50 United States, its territories, and possessions; and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within **two** months of travel. There are approximately 50 personnel assigned to Fort Sam Houston who have attended a Unit Advisors Course who may be certified as a Antiterrorism Awareness Instructor. Each command/activity has the responsibility to brief their personnel. Each command should review DOD Instruction 2000.16, DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC for this information is Mr. Lewis, 1-8200/8199. (MCCS-BHR-SS/1-8200/8199)

10. TRICARE 2004 BRIEFINGS: TRICARE is the Military Health Care System that covers **Active Duty and Family members, Retirees and Family members under age 65, and Retirees and Family members age 65 and older.** Information will be available at the following facilities to discuss the health care options for TRICARE beneficiaries **by age groups.**

BRIEFINGS FOR THOSE UNDER AGE 65, AGE 65 AND OVER (TRICARE FOR LIFE BRIEFINGS)

Randolph AFB in the Ballroom at the Family Support Center, 555 F St West

16 July 2004, from 1300-1500

Fort Sam Houston-Brooke Army Medical Center Auditorium, 4th Floor

17 August 2004, from 1700-1900

Enrollment in **TRICARE Prime** (under age 65) is available with Brooke Army Medical Center*, Brooks AFB Clinic, Randolph AFB Clinic, Wilford Hall Medical Center*, and Kelly Family Medicine Clinic*, and with Network Civilian Primary Care Providers*. For additional questions regarding these briefings, please call 1-800-406-2832 or visit our website at www.hnfs.net ***Please check with the Service Centers for these facilities as enrollment is limited in some clinics.**

11. FY 2004 OFFICER CANDIDATE SCHOOL (OCS) SELECTION BOARDS: PERSCOM has announced the dates for the next years OCS Selection Boards (FY04). All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense dates listed below.

APPLICATION SUSPENSE

OCS BOARD DATES

28 July 2004

11 August 2004

The POC for complete OCS application information is Mr. Gaines, Personnel Management Branch, Bldg 2263, Room B99, 1-1839. (MCCS-BHR-MM/1-1839)

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12. ETHICS TRAINING: The Acting Secretary of the Army has directed that all Army personnel (military and civilian) receive one hour of face-to-face ethics training annually. This supersedes the historical requirement that only SF278 and OGE 450 filers are required to receive ethics training. The Commander, AMEDDC&S & FSH, has directed that its personnel attend one of the following scheduled ethics classes. All classes will be taught in Evans Theatre, Bldg 1396. Questions may be directed to the Administrative and Civil Law Division, Office of the Staff Judge Advocate, AMEDDC&S & FSH at 221-2373/0485.

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>
7 July 2004	1330	1430
14 July 2004	0930	1030
23 July 2004	0930	1030
28 July 2004	1330	1430
4 August 2004	0930	1030
18 August 2004	1330	1430
1 September 2004	0930	1030
15 September 2004	0930	1030
5 October 2004	0930	1030
20 October 2004	0930	1030
3 November 2004	1330	1430
17 November 2004	0930	1030
1 December 2004	0930	1030
15 December 2004	1330	1430

13. ANTITERRORISM AWARENESS-Planning to travel outside of the U.S.? Whether traveling for business or pleasure, be sure to check out these websites for a variety of useful travel and health information. Here's just some of the information available.

State Department: <http://www.travel.state.gov>

- Travel Warnings
- Public Announcements
- Consular Information Sheets for All Countries (Entry Requirements, Safety/Security, Crime, and More)

Centers for Disease Control: <http://www.cdc.gov/travel>

- Health Information by Destination
- Outbreaks of Concern to International Travelers
- Required Immunization and Vaccinations
- Health Information by Destination
- Cruise Ship and Air Travel Health Information
- Safe food & Water

The POC is Terri Stover, FSH Antiterrorism Office, 295-0535.

14. COMMISSARY CLOSURE: The Fort Sam Commissary will be closed on 4 July 2004, in observance of Independence Day. The POC for this information is Ms. Boyd at 221-4678. (5/5)

15. OFFICE CLOSURE: Due to off site mission requirements, the Fort Sam Houston Legal Assistance Office will be closed for Will Preparation or any legal consultation on Wednesday 7 July

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2004. The non-legal staff will be available for taking appointments, notarial actions and Power of Attorney(s) preparation from 0800 to 1600. The office will resume its Wills on Wednesday practice effective 14 July 2004. The POC for this information is Genice Poloa, 1-0484.

16. TRICARE-SCHOOL PHYSICALS AND IMMUNIZATIONS: When preparing your child for the upcoming school year. It's good to know that TRICARE eligible dependents between the ages of 5 and 11 are eligible under TRICARE for a physical exam, if it's required for enrollment in school. You'll also want to make sure your child's immunizations, and their immunization record are up to date. The school may require proof of both.

School Physicals...what's covered, what's not

- o TRICARE covers any physical exam required for school enrollment for eligible dependents between ages 5 and 11
- o If you move (or PCS) in the middle of the school year, and the school requires a new physical exam (even though one was done earlier that year), TRICARE will cover the physical exam
- o TRICARE does **not** cover physical exams that may be required for school sports

Immunizations...they're important, here's why

By getting your child vaccinated, you'll be fighting disease in two ways. First, you will be protecting your own child from illnesses that may seriously harm him/her. Second, since healthy children don't spread disease, you will be protecting others as well. Vaccinations are most effective when given according to a physician-approved schedule. Childhood illnesses such as polio, measles, mumps, rubella, tetanus, diphtheria, Hib meningitis, pertussis, hepatitis B, and chickenpox pose a threat to a child who is not fully immunized. TRICARE covers childhood immunizations under the Clinical Preventive Services benefit in accordance with current Centers for Disease Control (CDC) recommendations.

Keep an Immunization Record

Ask your doctor for an immunization record. Take it with you each time your child has an appointment so that your doctor can record your child's immunizations and the dates they were received. This record will show that your child is protected. It may also be needed for school entry, summer camp, or other activities your child may participate in.

If you have questions about any TRICARE benefit, remember there's always a representative at (800)406-2832

17. VACATION BIBLE SCHOOL: Vacation Bible School has finally arrived. This year's theme is SonGames 2004. Every activity is full of action and camaraderie. They will design flags, create gold medal crafts, and learn about God through 5 themes. These are **Join In!**, **Team Up!**, **Get Strong!**, and **Celebrate!** They'll learn that God wants everyone to **Join In!** as they experience the story of Apostle Paul's conversion. Children will want to **Team Up!** with encouraging friends when they hear how Paul's friends helped and encouraged him. They'll find God helps them **Get Strong!** and do what's right, as they witness Paul's obedience as he traveled through Greece. Your team will be inspired to **Keep On!** Trusting God during tough times, as they watch Paul's perseverance. Lastly, your team will enjoy seeing Paul reach his goal and will **Celebrate!** the many good things that

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God does for the members of his team! For ages 4 yrs old through 4th Grade (completed). Your child does not need to attend our chapel to attend. <http://www.samhouston.army.mil/chaplain/VBS>

WHEN: 12-16 July, 1800-2000

WHERE: Dodd Field Chapel

WHO: Students ages 4 yrs old through 4th grade.

WHAT: SonGames 2004-Vacation Bible School.

THEME VERSE: Thanks be to God! He gives us the victory through our Lord Jesus Christ.
(1 Corinthians 15:57).

18. PRETEEN CAMP 2004: For students entering grades 5-7, there will be a preteen camp held 27-30 July 2004 at Bastrop State Park, suggested donation is \$65.00. This is an ecumenical camp. Campers will be staying the night. Donation includes a ticket to Schlitterbahn on the final day of camp. The camp is sponsored by the FSH Chapel. **SEE ENCLOSED FLYER.**

FOR THE COMMANDER:
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